

Grant Application

for

The Arizona Child Abuse Prevention License Plate Program

a partnership between

The Governor's Office for Children, Youth and Families

and

The Arizona Republic

in conjunction with the following funding partners:

**The Arizona Community Foundation
The BHHS Legacy Foundation
The Nina Mason Pulliam Charitable Trust
Valley of the Sun United Way
The Virginia G. Piper Charitable Trust
United Phoenix Firefighters Association**

administered by

The Arizona Republic Charities

The Arizona Child Abuse Prevention License Plate Program

Overview: The Arizona Child Abuse Prevention License Plate Program is a partnership between the Governor's Office for Children, Youth and Families and *The Arizona Republic*. Through the passage of enabling legislation, specialty license plates with a pale blue background, children's handprints and the tagline "It shouldn't hurt to be a child" have been available for purchase since November of 1999. This is the most popular specialty license plate available in Arizona, with approximately 40,000 vehicles registered in the program today.

The goal of this program is to raise much-needed funds for primary child abuse prevention throughout Arizona. Plates are sold for \$25 each (\$8 is a special plate administration fee and \$17 is a tax-deductible annual donation) and, for 2005, The Arizona Republic Charities through its funding partners will contribute up to \$200,000, matching each contribution 50 cents on the dollar until the revenue generated by the sale of plates reaches \$400,000. For 2005, the Arizona Community Foundation, the BHHS Legacy Foundation, the Nina Mason Pulliam Charitable Trust, Valley of the Sun United Way, the Virginia G. Piper Charitable Trust and the United Phoenix Firefighters Association are donating matching funds to The Arizona Republic Charities. It is expected that the fund will generate in excess of \$750,000 for the current grant cycle.

Focus: All proceeds will support primary child abuse prevention programs throughout the state of Arizona. Primary child abuse prevention:

- ◆ Seeks to raise the awareness and education of the general public regarding issues of neglect and abuse.
- ◆ Addresses the issue before abuse occurs.
- ◆ Provides universal access to all— that is to say activities, programs or services are targeted to the general public as opposed to specific at-risk populations.

Timeframe:

- ◆ Applications available from Arizona Republic Charities – January 27, 2005
- ◆ Application Deadline (Note: E-mail applications are not accepted):
 - 5 p.m. Friday, March 4, 2005, mailed or delivered to:
 - Laura McBride
 - The Arizona Republic
 - 200 E. Van Buren St. CC10
 - Phoenix, Arizona 85004
- ◆ Distribution of Funds -- June 2005

Process:

- ◆ Funds will be distributed through a formal Grant Application process. Agencies will use the attached modified Common Grant Application form.
- ◆ The Arizona Child Abuse Prevention License Plate program awards both general support and program-specific grants. If you are requesting general support, delineate how this grant would advance the overall mission and programs of your organization, all of which must be focused on primary prevention. If your request is for a specific program, focus your application on that program, the community need it will address, and the target population it will serve.

Criteria for Selection:

1. Applications must be complete and submitted on time.
2. Organizations must be located in Arizona and hold a 501(c)(3) tax-exempt designation from the IRS. Other organizations and public schools may apply if:
 - They have a 501(c)(3) foundation.
 - **Another 501(c)(3) is willing to act as the fiscal agent for the application.** (Note: If a fiscal agent is being used, financial information must be provided for both organizations. Agencies without a 501(c)(3) status will be funded for a maximum of three years at which point they will no longer qualify unless they have obtained their own 501(c)(3) tax-exempt status from the IRS.)
3. Funding must be used for **primary** child abuse prevention programs.
4. Funding cannot be used for start-up agencies. Agencies must be serving clientele for a minimum of two years to be eligible for grants.

Proposals that meet the preceding criteria will be further scored on the following factors:

1. The program identifies and addresses a child abuse prevention need relevant to its particular community.
2. The project is consistent with the organization's mission and history and the organization has the necessary capabilities, experience and staff support to successfully do the work.
3. The proposal utilizes innovative and/or research based interventions or appropriate adaptations of such interventions.
4. The organization sets forth a realistic and reasonable plan with goals and objectives for the use of the requested funds.
5. The organization outlines specific measurable outcomes and includes a well thought out evaluation plan.
6. The proposal demonstrates partnerships and collaborations with community members, service providers and other resources.
7. The organization has considered and incorporated culturally appropriate staff, materials and practices in its proposal.
8. Organization is financially sound and has appropriate financial depth to sustain itself and the project during the course of implementation.
9. The program is financially sound and has appropriate financial depth to sustain itself during the course of implementation. The amount of the request is appropriately scaled to the scope of the organization.

PROCEDURES FOR COMPLETING A GRANT APPLICATION

Before preparing your application, please read the following instructions carefully and provide all information requested.

- Include only the materials requested. Do not include brochures, annual reports, videos or other display materials. Do not include a “cover letter”.
 - Do not enclose your application in a binder or copy it onto colored paper. Use paper clips rather than staples for holding sections together.
 - Handwritten or e-mailed applications are not accepted.
 - Your completed application should consist of a cover sheet (provided below), a narrative, and several supporting documents. Because teams of evaluators will review the applications, multiple copies of these documents are required. See “Application Checklist” for specific instructions.
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*If you have any problems or questions in **completing the application**, call Laura McBride at (602) 444-8071.*

Application Deadline: 5 p.m. Friday, March 4, 2005

Laura McBride

The Arizona Republic CC10

200 E. Van Buren St.

Phoenix, Arizona 85004

APPLICATION CHECKLIST

Please include in your completed application the indicated number of copies of the following documents in the order they are listed. All documents should be neat and legible. Confirm that the documents are included in your application by checking the appropriate boxes below and returning this page as the top document in your application packet. **Applications not conforming to these requirements will be considered incomplete and may not be considered for funding.**

Your completed application packet should contain:

- ☐ This Checklist, followed by
- ☐ **Seven (7) sets** of the following documents:
 - ☐ Cover Sheet
 - ☐ Narrative
 - ☐ Your most recent (preferably 2004) audited financial statements and IRS Form 990. (Note: If a fiscal agent is being used, financial information must be provided for both organizations.)
 - ☐ Your line-item budget for the **organization** for the year of the grant request. Also include your line-item **program** budget, if the application is for a specific program. Please use the forms provided.
 - ☐ If the application is for salary support, include a copy of the job description and, if applicable, the resume of the person who will fill the position.
 - ☐ A list of your organization's five largest grants received from corporations and/or foundations **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and/or foundation, and provide the total amount given at the end of the list.
 - ☐ Your most recent IRS 501(c)(3) tax-exempt determination letter.
 - ☐ Your list of members of the board of directors of the organization, including principal business or professional affiliation, ethnicity, and gender of each. This list should be condensed to **one side of one sheet of paper**. Addresses and phone numbers need not be included.

COVER SHEET

Please provide the following information. You may either use a typewriter to fill out this Cover Sheet for submission, or you may recreate this page on your computer, using the same headings and limiting yourself to the information listed below.

Organization Name: (as it appears on the current IRS Tax Exemption letter)

DBA (Doing Business As): (if applicable)

Address:

Telephone:

Fax:

Email address: (if available)

Chief Executive Officer/Title:

Contact Person/Title: (if different than the chief executive officer)

Amount Requested: \$

If partially funded, the minimum amount needed to implement program: \$

Geographic Area Served:

Number of clients served and a breakdown of ethnicity:

Type of Support: (*general* or *program*)

Program Name: (for program requests only)

Organization Budget: (for year of grant) \$

Program Budget, if applicable: (for year of grant) \$

Has your agency had a grant from the License Plate Program before?

How much? For what program?

For office use only. Do not write below this line. Be sure to include these headings if you recreate this form.

Fund:

Recommended amount:

NARRATIVE DIRECTIONS

In a **maximum of five one-sided, single spaced** pages (12 point font, 1 inch margins), provide information in each of the areas defined below. Label each section of the narrative using the eight categories presented in the following instructions. Organize the sections of your application in the order in which they are listed. Please **number** the pages of the narrative.

I. PROPOSAL SUMMARY PARAGRAPH

Succinctly (**no more than 10 lines**) describe the project. If you are requesting **general support**, state how this grant would be used to advance the mission and programs of your organization (both the mission and the programs of the organization need to be focused on primary prevention). If your request is for a **specific program**, describe the program, the community need it will address, and the target population it will serve. In either case, explain how your project will support the fund's objective of the *primary prevention* of child abuse.

II. BACKGROUND

Describe the mission, history, and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of individuals served during the most recently completed fiscal year.

III. PROPOSAL DETAILS

Elaborate on the information provided in the summary above. Describe the community need/opportunity that this funding request will address. Describe both the short-term and long-term outcomes that you expect from the project. Support your expectations with references to appropriate theoretical models or evidence-based studies.

Describe how this project relates to your organization's overall mission. Summarize the **work plan** that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort. Provide your expectations on the number of clients to be served by your project. If you plan to operate the program at multiple sites, please include a budget for each site. If the program is education awareness, please provide an attached copy of the curriculum (this does not count toward the five pages).

IV. EVALUATION

For **general support applications**, briefly explain what evaluation methods you use to evaluate the work of your agency.

For **program support applications**, briefly explain how you have measured the effectiveness of this or similar programs in the past. Discuss how you will evaluate your organization's implementation process, as well as the program's effectiveness in achieving the desired outcomes. Describe your criteria for success. Indicate who will be involved in evaluating this work. Describe what your organization will do with the results of your evaluation.

V. COLLABORATIONS

Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working on the same issues. Describe how your request differs from or builds on these efforts. If applicable, describe the roles and responsibilities of the community partners with whom you are working. Describe the role of community members in your organization and in this specific funding request. Please include documents of support from partner organizations.

VI. FINANCIAL STRENGTH/SUSTAINABILITY

Provide a brief narrative description of the financial condition of the organization, the impact that this award would have on the organization, and the plan for sustaining the proposed program on an ongoing basis.

VII. CULTURALLY SENSITIVE CONTENT

Describe to what extent your organization has considered and incorporated culturally appropriate staff, materials and practices in your program.

VIII. ADDITIONAL INFORMATION

If there is any other relevant information you wish to provide in support of this request please do so in this section. This information may include recent major accomplishments, uniqueness of board and/or staff, significant training of board and/or staff, or anything else that you feel is relevant to the application process. **Keep in mind that the narrative can be no longer than five one-sided pages.**

**The Arizona Child Abuse Prevention License Plate Program
Grant Application**

Organization Budget

Fiscal Year _____

Source	<u>INCOME</u>	Amount
Government Contracts and Grants	\$	
Foundations	\$	
Corporations	\$	
United Way or other Federated Campaigns	\$	
Individual Contributions	\$	
Fundraising Events	\$	
Membership Income	\$	
Investment Income	\$	
Endowed Income	\$	
Earned Income	\$	
Other (Specify)	\$	
	\$	
	\$	
Total Income	\$	

Item	<u>EXPENSES</u>	Amount
Salaries and Wages	\$	
ERE's	\$	
Consultants and Professional Fees	\$	
Subcontractors	\$	
Employee Education and Training	\$	
Travel/Transportation	\$	
Equipment	\$	
Supplies	\$	
Printing and Copying	\$	
Telephone and Fax	\$	
Postage and Delivery	\$	
Rent and Utilities	\$	
Insurance	\$	
Depreciation	\$	
Other (Specify)	\$	
	\$	
	\$	
Total Expense	\$	
Difference (Income less Expense)	\$	

The Arizona Child Abuse Prevention License Plate Program Grant Application

Project Budget

Fiscal Year _____

PROJECTED INCOME

Source	Amount
Government Contracts and Grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other Federated Campaigns	\$ _____
Individual Contributions	\$ _____
Fundraising Events	\$ _____
Membership Income	\$ _____
Investment Income	\$ _____
Endowed Income	\$ _____
Earned Income	\$ _____
Other (Specify)	\$ _____
	\$ _____
	\$ _____
Total Income	\$ _____

PROJECTED EXPENSES

Item	Amount
Salaries and Wages	\$ _____
ERE's	\$ _____
Consultants and Professional Fees	\$ _____
Subcontractors	\$ _____
Employee Education and Training	\$ _____
Travel/Transportation	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and Copying	\$ _____
Telephone and Fax	\$ _____
Postage and Delivery	\$ _____
Rent and Utilities	\$ _____
Insurance	\$ _____
Depreciation	\$ _____
Other (Specify)	\$ _____
	\$ _____
	\$ _____
Total Expense	\$ _____
Difference (Income less Expense)	\$ _____

I certify that the above information is true to the best of my knowledge.

Name _____ Title _____ Date _____